



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: MOTOR VEHICLES

DIVISION: ADMINISTRATIVE SERVICES DIVISION

POSITION TITLE: CEA 2, CHIEF FINANCIAL OFFICER

SALARY: \$7815 - \$8616

FINAL FILING DATE: May 29, 2008

DUTIES/RESPONSIBILITIES

Financial Services Branch: Under the direction of the Deputy Director, Administrative Services Division, the CEA 2 organizes and directs the Financial Services Branch, which includes the Budget and Analysis Office (Budgets, Forecasting, and Cost Accounting), the Accounting Office, and the Financial Systems Section. The Financial Services Branch is responsible for:

- The preparation, maintenance, and management of the Department of Motor Vehicle's (DMV) budget;
- The analysis and evaluation of DMV programs, and various organizational reviews and similar analysis;
- The establishment of procedures and policies regarding the collection and reporting of revenue; and the accountability of expenditures incurred and revenue collected by DMV;
- The maintenance of a departmental activity based costing system;
- The preparation and distribution of various statistical forecasting reports to internal and external customers;
- The maintenance of the Administrative and Financial System; initiating reviews of various systems and functions to improve accounting cash management and e-transaction performance;

DUTIES/RESPONSIBILITIES Continued

- The representation of DMV on specified fiscal matters with control agencies; and leading and participating in departmental and Business, Transportation and Housing (BTH) Agency task forces addressing issues related to accounting, cash management, and e-transaction functions; and
- The responsibility for the preparation of annual financial statements, as well as special reports and issue papers addressing accounting and cash management issues.

The position acts as DMV's liaison with BTH, the Department of Finance (DOF), the Office of the Chief Information Officer, and the Legislative Analyst's Office on budget matters. Other major duties of this position include: development of policies and procedures for the preparation and maintenance of DMV's budget; coordination of the preparation and presentation of DMV's annual budget by making recommendations on: revenue sources and funding levels, analysis and evaluation of Budget Change Proposals and other proposals for immediate and long-term policy and fiscal impacts, and baseline budgets for each division; presenting budget proposals to the BTH Secretary's Office, and DOF; provide testimony, as necessary, to the Assembly and Senate Budget Committees; forecasting and monitoring revenue collections for the various funds utilized by DMV (estimated revenue collections are in excess of \$6 billion annually); overseeing the development of cost and operational implications on pending legislation; monitoring of the divisional expenditures and departmental revenues on a quarterly basis and recommending adjustments, as needed; identifying departmental programs and activities to be evaluated; review and approval of Feasibility Study Reports, Post Implementation Evaluation Reports, and Special Project Reports; and representing the Director on business issues related to the financial management of DMV.

DESIRABLE QUALIFICATIONS

The **Chief Financial Officer** must be thoroughly knowledgeable in all areas under his/her jurisdiction in order to provide the leadership role called for to contribute to the attainment of DMV's established mission, goals, and objectives. The incumbent should also possess knowledge of principles and modern methods of public, personnel, fiscal, and business administration; and organization, purposes, and activities of DMV.

Desirable Qualifications include:

- Detailed knowledge of the state's budget process and the development and administration of the DMV's budget;
- Knowledge of accounting principles and procedures, governmental accounting, and fiscal management;
- Knowledge of administrative survey principles and techniques to analyze and develop accounting and financial procedures, and problems of government agencies;
- Knowledge of state control agencies and the role each plays in the budget process and fiscal management;
- Knowledge of management, organizational, and program analyses;

DESIRABLE QUALIFICATIONS Continued

- Demonstrated decision making ability;
- Strong leadership skills;
- Well-developed interpersonal skills;
- Effective oral and written communication skills; and
- Ability to communicate with all levels within and outside DMV.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years, as defined in Government Code Section 18990.

Or III

Must be a non-elected, exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature, and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.
- (2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal opportunity in employment.

MINIMUM QUALIFICATIONS Continued

The knowledge and abilities are expected to be obtained from broad administrative, or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the state service, other governmental settings or in a private organization).

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard State application (Form STD 678).
- A ***Statement of Qualifications***. This ***Statement of Qualifications*** is to be a discussion of the candidates' education and experience relative to the Desirable Qualifications that would qualify them for this position. The ***Statement of Qualifications*** should be no more than two pages in length.

The application and ***Statement of Qualifications*** may be delivered in person to:

Ted Summerfelt
Department of Motor Vehicles - Selection Services Unit
2570 24th Street,
1st Floor Lobby (Examination Drop Box)
Sacramento, CA 95818

Or mailed to:

Ted Summerfelt
Department of Motor Vehicles - Selection Services Unit
P.O. Box 932315 - Mail Station G208
Sacramento, CA 94232-3150

Applications and *Statement of Qualifications* must be received or postmarked by the final filing date of May 29, 2008.

Questions regarding this examination should be directed to Ted Summerfelt at (916) 657-5764. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929; from voice phones: 1-800-735-2922.

EXAMINATION INFORMATION

The *applications* and *Statements of Qualifications* will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews may be conducted with the most qualified applicants. All qualified applicants will be notified of their final score.

The results of this examination may be used to fill subsequent vacancies in this position, if they occur within the next 12 months, or a new examination may be scheduled.

BULLETIN RELEASE DATE: May 7, 2008